Detailed Terms of Reference

American Red Cross, Bangladesh delegation (PNS) of International Federation of Red Cross and Red Crescent Societies (IFRC) is seeking **consultant(s) to conduct the Endline study** for the Coastal Disaster Risk Reduction Program of Bangladesh Red Crescent Society.

Purpose	The purpose of the endline study is to measure the change in knowledge, attitude and practice towards disaster risk, and disaster preparedness among households in targeted communities and schools covered by the program in comparison to the baseline results. Additionally, the endline study will also enable identification and understanding of the level of preparedness of communities (including schools) to natural hazards, specifically in terms of their self-organization, ability to take action, knowledge and awareness, and connectivity.
Title	Consultant for conducting endline study
Type	Consultancy (Firms / Agencies)
Reporting	The consultant will report to the Program Manager, Coastal Disaster Risk Reduction Program, BDRCS with attention of the American Red Cross Head of Programs and Sr. Program Manager, Bangladesh delegation.
Technical Reporting	Same as above; along with technical staff of BDRCS, AmRC, and IFRC
Expected start/end dates, number of work days	28 February 2023 (40 working days)

1. Background

The Enhancing Community Preparedness (Coastal DRR) Program started working in 8 communities and 20 schools (Phase I) of Bagerhat and Patuakhali districts from 2017. In December 2022 program has been phased from the 8 Phase I communitieis and 20 schools. Program will continue to work in 17 new communities and 20 new schools in Bagerhat, Khulna, and Patuakhali till December 2024. The overall program has been emphasizing on strengthening of community level preparedness with the advancement of relevant national level systems that will contribute to more effective and sustainable local level preparedness and response actions by the national society through informed Forecast based Actions.

Work in the eight existing communities, the study area, has focused on sustainability of the initiatives implemented during Phase I. The program activities centered on scaling up of the coastal community-based disaster risk reduction (CBDRR) and school-based disaster risk reduction (SBDRR) program model and expand it to new communities and schools. The community DRR has been supported by the technical capacities of Bangladesh Red Crescent Society (BDRCS), American Red Cross (AmCross), the International Federation of Red Cross and Red Crescent Societies (IFRC), as well as the Cyclone Preparedness Programme (CPP) and the Ministry of Disaster Management and Relief of the Government of Bangladesh.

1.1. Overall outcomes of the Coastal DRR program include:

Outcome 1:   *Strengthened early warning systems and enhanced capacity of staff and community volunteers for message dissemination*

Outcome 2:   *BDRCS's has strengthened capacity to support communities on disaster preparedness and to respond to natural disasters through enhanced systems and tools.*

Outcome 3:   *Targeted communities have increased knowledge and capacity to deal with disasters*

Outcome 4:   *Teachers, students and staff have increased knowledge and skills to deal with disasters*

Oucome 5:   *Targeted community members have strengthened social organization around disaster management*

1.2. Program Areas

The total population size of the communities under two districts is approximately 15,000. For the household survey, respondents will be selected from the target population from the community cluster of Bagerhat and Patuakhali districts based on social mapping on ethnicity and geographical areas to select the households in the selected working area.

Table 1 : Program Communities and Total Population

District : Patuakhali (Kalapara Sub-District)				
SN	**Program Phase**	**Community Name**	**Total HHs (Approx.)**	**Total Population (Approx.)**
1	Phase 1	Pashurbunia	438	1808
2	Phase 1	Char Chandupara	497	2411
3	Phase 1	Londa	481	1994
4	Phase 1	Paschim Dhankhali	448	1983
Total			**1864**	**8196**

District: Bagerhat (Sarankhola Sub-District)				
SN	**Program phase**	**Community Name**	**Total HHs (Approx.)**	**Total Population (Approx.)**
1	Phase 1	Uttar Southkhali	432	1953
2	Phase 1	Dakshin Southkhali	427	1853
3	Phase 1	Gabtala Satghar	409	1688
4	Phase 1	Bogi Dashghar	413	1864
Total			**1681**	**7358**

1.3. Program Stakeholders

This program is a collaboration between BDRCS, CPP, AmCross, and IFRC with BDRCS being the lead implementing agency of the project. AmCross and IFRC has been providing overall oversight, technical and financial support towards the program.

1.4. Previous Surveys/Studies

A baseline study was conducted in 8 of the communities in 2018, under the *Enhancing Institutional and Community Preparedness and Readiness in Coastal Bangladesh* project. The baseline study was commissioned by BDRCS through external consultants in coordination with the Coastal DRR Program team. Findings from the study were incorporated in the designing of the program in a dynamic process which enabled overall strengthening of the program.

The Terms of Reference for engagement of firms to conduct the baseline study in 2018 will be shared with the selected consultancy firm.

2. Main purpose of consultancy:

The purpose of the endline study is to measure the change in knowledge, attitude and practice towards disaster risk, and disaster preparedness among households in 8 communities and schools covered by the project. Additionally, the endline study will also enable identification and understanding of the level of preparedness of communities (including schools) to natural hazards, specifically in terms of their self-organization, ability to take action, knowledge and awareness, and connectivity. Lastly, the study will also pull out lessons learned from implementing the program in the communities which will be 1) shared with

communities, donors, Movement and external partners, and 2) applied to the implementation of the current/next phases of the program.

2.1. Scope of work
The following tasks will be carried out as part of the endline study:
- ✓ Review of secondary sources of information
- ✓ Collect necessary data, reports and publications on the disaster response related component.
- ✓ Review of baseline report and data
- ✓ Questionnaire finalization (Questionnaire will be finalized by the Consultant based on the questionnaire used in baseline survey, with the support of technical staff of BDRCS/IFRC/AmRC)
- ✓ Transferring questionnaire into tablet (RAMP/ODK tool) technology platform
- ✓ Conduct community assessment
- ✓ Provide necessary training guidance to the field enumerators/researchers
- ✓ Perform quantitative and qualitative assessment in 8 communities
- ✓ Conduct and oversight of data collection. Conduct on-site checks to ensure collected data are logical and realistic.
- ✓ Supervise enumerators' data collection process throughout the entire time.
- ✓ Ensure data quality through the questionnaire
- ✓ Perform Key Informant Interviews of stakeholders to understand their role in outcome achievement
- ✓ Collect stories and qualitative data to understand lessons from implementation that supported or challenged the achievement of outcomes that can be applied to the next Phase of this grant.
- ✓ Data analysis and reporting
- ✓ Perform data cleaning and analysis
- ✓ Prepare draft report
- ✓ Must ensure proper English is used according to international standards
- ✓ Compile and address comments and feedback from BDRCS/IFRC/AmRC staff members to finalize the endline report.

3. Survey overview

3.1. Survey objective(s)

- ▪ Provide endline data on Coastal Disaster Risk Reduction indicators;
- ▪ Assess existing level of knowledge, capacity and resources to response disaster; with disaggregation of marginalized groups and people with disability from inclusion perspective;
- ▪ Identify and analyze the change in information and community perception on coping strategies, disaster systems and plans at community level in order to inform the next phase of programming;
- ▪ To assess the knowledge of the students on disaster risk reduction capacities from 20 schools of the two program districts (50% of schools in which activities were implemented).

3.2. Survey method
The data collection will be both qualitative and quantitative in nature. The endline methodology will include primary sampling unit (PSU) at household and school level, other methods such as focus group discussion (FGD) and social mapping will be consolidated and reports will be availed to supplement the household survey as much as possible. Estimates will be derived separately for Patuakhali and Bagerhat districts.

3.3. Household survey (In-depth Interview)
Individual household interview will be conducted with the head of the household. In case of absence of the head of household, an adult member can be chosen as respondent. The selected sample will ensure proportionate representation in terms of gender and ethnicity.
In order to support the household survey, a mapping exercise will be conducted to identify the communities and clusters to be covered in the survey.

Table 2: Tentative methods and tools used for endline data collection

Objective	Methods and tools	Tools	Respondent/ source	Person responsible

Review baseline report	Review and understand the finding and scores from the baseline survey conducted in the same communities	BDRCS Coastal DRR Program Baseline Report	BDRCS	
Collect secondary data on population (desegregated on age, sex, ethnicity)	Review of the available documents	Data collection format	BDRCS reports, previous assessments, UP/UPz reports, government report, Reports from other organizations	Consultant supported by the Unit project team
Collect household level data especially on knowledge, attitude and practice (desegregated on age, sex, ethnicity)	Household interview using mobile phone	Household interview master questionnaire	Head of the household or an adult member from the household (respondent will be altered between male and female in every other household as far as possible)	Trained volunteer with the technical support of Sr. PMER Officer & Consultant
Collect school level data especially on knowledge, attitude and practice (desegregated on age and sex)	Individual assessment	Test paper with multiple choice question (MCQ)	School student	Sr. PMER Officer supported by Project Team of respective RC Unit
Qualitative information (assess present situation, common problems, causes and explore suggested solutions	FGDs	FGD guiding questions	Vulnerable groups (women/Children/elderly/people with physically challenged etc.)	Consultant
Mapping of community to understand ethnicity based clusters, and geographical settings	Social mapping	Mapping exercise will be conducted, which will allow choosing appropriate sample household to ensure proper representation	Community members/ project team of RC Unit	Sr. PMER Officer supported by Project Team of respective RC Unit

3.4. Focus Group Discussion (FGD)
A qualitative study will also be conducted as part of the endline survey. In total, four to five FGDs will be carried out with vulnerable groups (women/children/elderly/people with disability etc.) in each district to understand their knowledge on disaster preparedness, their participation on the disaster planning and also to assess whether special needs of the vulnerable groups are addressed.

3.5. Key Informant Interview (KII)
At least six to eight KIIs will be held to 1) identify the role of the program in improving the tools and systems of BDRCS which has led to better DRR programming in the study communities, and 2) understand how American Red Cross and IFRC oversight and technical support have been effective to achieving Phase 1 outcomes.

3.6. School Survey

As part of the endline study, program implemented schools will also be included for the assessment. 50% supported schools will be selected, for this survey. The school level endline will assess the change in understanding of students on general disaster and community-based disaster risk reduction. It is expected that the students will eventually support their families to develop inclusive household disaster preparedness plan.

3.7. Sampling frame(s) & coverage for household level survey

Household survey: The sampling frame will be selected households from the microgroups of the communities in program area. The sampling unit will be at the household level. Sampled HHs will be identified and selected from the identified household list, one eligible adult in each household will be selected for an interview by systematic random sampling.

As mentioned earlier, sampled HHs will be identified and selected from the Community households list and social mapping (in terms of understand settlements and the ethnicity-wise population distribution). Although, the survey will be conducted at a household level, the proportion of respondents will be at least 40 percent female and 60 percent male – with the aim of having 50% of each sex. To ensure this representation, the enumerators will alternate interviewing between male and female respondent in all the households visited.

3.8. Mode of data collection

☐	PERSONAL INTERVIEWS WITH PAPER QUESTIONNAIRES
X	PERSONAL INTERVIEWS WITH **MOBILE** DATA COLLECTION
☐	OTHER (PLEASE SPECIFY):

3.9. School sampling

Three grades/class rooms will be chosen for the sample from each school. Students from grade 7, 8 and 9 will be included in the study. Multiple choice question (MCQ) will be used as a method of the assessment for which students will be asked to select one or more choices from a list of possible answers. A set of pen and paper with the test paper will be provided in each class to perform this test.

3.10.   Mode of data collection

☐	PERSONAL INTERVIEWS WITH PAPER QUESTIONNAIRES
X	PAPER TEST WITH MULTIPLE CHOICE QUESTIONS (MCQ)
☐	OTHER (PLEASE SPECIFY):

3.11.   Analysis overview

Planned analysis of survey data

X	DESCRIPTIVE (MEANS, CONFIDENCE INTERVALS, ETC.)
☐	ANALYTICAL (HYPOTHESIS TESTING, REGRESSION ANALYSIS, ETC.)

Unit(s) of analysis

☐	INDIVIDUAL
X	HOUSEHOLD
☐	OTHER (PLEASE SPECIFY):

3.12.   Sample design

3.11.1   Sampling methodology

PROBABILITY		NON-PROBABILITY	
☐	SIMPLE RANDOM SAMPLE (SRS)	☐	QUOTA
X	SYSTEMATIC	☐	JUDGMENT
X	STRATIFIED	☐	CONVENIENCE
☐	CLUSTERED	☐	SNOWBALL
☐	MULTISTAGE	☐	RESPONDENT-DRIVEN
☐	OTHER: PURPOSIVE	☐	OTHER:

3.13. Indicators to be used as basis for sample size calculations

Outcome 4 Targeted communities have increased knowledge and capacity to deal with disasters	% of respondent aware about EWS in their community % of respondent aware of 3 or more correct actions before natural disaster % of respondent aware of 3 or more correct actions during natural disaster % of respondent aware of 3 or more correct actions after natural disaster
Outcome 5 Teachers, students and staff have increased knowledge and skills to deal with disasters	Increase in mean # of general knowledge about hazards and disasters % Increase in awareness of early warning system and shelter
Outcome 6 Targeted community members have strengthened social organization around disaster management	% of respondent aware of disaster preparedness organization in their community % of respondent aware about village disaster management plan

3.14. Values of key sample size calculation variables

SIGNIFICANCE LEVEL	95%
POWER	85%
EXPECTED FUTURE VALUE OF KEY INDICATOR AT ENDLINE	60 %
ONE OR TWO-TAILED TEST?	one
TOTAL REQUIRED NUMBER OF RESPONDENTS	312
DESIGN EFFECT	2

3.15. Sample size
An unadjusted sample size was estimated at 312 households for each district. Targeted sample size is 350 for each district included approximately 10% non response.

3.16. Stratification
The population is stratified by type of community. In both the districts, the sample will be from the rural settings.

3.17. Survey questionnaire(s)

3.16.1 Questionnaire development
The standard questionnaires used for baseline survey will be used in the endline survey to analyze the changes in scores. The questionnaire will be finalized in consultation with the Coastal DRR Program team and the consultancy firm, with possible opportunity for the review during the orientation and field test.

3.16.2 Translation
The questionnaire will be translated in Bangla.

4. Operations

4.1. Survey team and training
Trained volunteers/enumerators will conduct the household survey under the supervision of Field Coordinator, Team Lead, Senior Consultants of the selected consultancy firm. The Coastal DRR Program team and Consultant will provide necessary orientation on data collection techniques, questionnaire and 'DOs' and DON'Ts' for the survey. The training will include the component of open data kit (ODK) application and

techniques to conduct the survey using phones/tablets. The training for the enumerators will be conducted for 2 days in total.

4.2. Quality assurance

Data quality assurance will be one of the key areas of the training, a field tests will be planned at the end of the training. The Coastal DRR Program tea will closely supervise the survey. As part of quality control mechanism, the survey supervisor will ensure proper quality control measures are in place to monitor mobile data collection. Following key activities will be performed to assure the data quality:

- Enumerators will recheck the HH questionnaire after completion of each interview in order to make sure that all the questions are filled accurately and completely.
- Supervisor will ensure the interview with selected respondent is being taken by enumerators.
- Coastal DRR Program team will monitor the process and observe HH interview on random basis.
- Consultant with the support of Coastal DRR Program team will facilitate the FGDs.
- Enumerators will also be provided with the guidance note that describes/clarifies the key terminologies and requirements of the questions.
- Detailed field plan will be developed at the end of the training.

5. Required Outputs/deliverables

Expected deliverables for the endline study are as follows:

- ✓ Inception Report (study design)
- ✓ Finalized data collection tools, in English and the local language
- ✓ Training manual for field staff, in English and the local language
- ✓ Data entry software designed for survey (for use with mobile devices)
- ✓ All data files in SPSS & Excel (raw data sets, modified data sets, log files, code book)
- ✓ Sampling weights used in data analysis *(if applicable)*
- ✓ Report with preliminary study results
- ✓ Draft report *(based on feedback provided from initial version with preliminary results)*
- ✓ Final report. The final report should include detailed information on the following:
  - *Sample size calculation, sample design*
  - *Allocation of units across stages, selection of units at each stage*
  - *Methodology for selecting respondents at the final stage*
  - *Questionnaire finalization*
  - *Training of enumerators*
  - *Listing operations*
  - *Quality control measures and ethics*
  - *Data cleaning and analysis (including non-response, variance estimation technique used and how complex sample design was accounted for)*
  - *Lessons learned to inform future surveys and assessments including experiences in utilizing ODK/mobile phone data collection.*
  - *Report out to Program Stakeholders, especially American Red Cross, IFRC and BRDCS to help inform their technical support and implementation strategies in phase II.*

5.1. Timeframe

The study period will be for a maximum of **40 working days** from the day of signing the contract. The consultant will be required to provide and confirm a detailed work plan during the inception period. The study period maybe extended considering delays in field data collection, if any, caused as a result of COVID19 pandemic.

6. Operations

6.1. Administrative and Logistic Support

The consultant is expected to use her/his own laptop/computer.

6.2. Reporting Relationship

The consultant will report to The consultant will report to the Program Manager, Coastal Disaster Risk Reduction Program, BDRCS with attention of the American Red Cross Head of Programs and Sr. Program Manager, Bangladesh delegation.

6.3. Quality Assurance and Ethics

The consultant will be required to establish mechanisms to ensure data quality and compliance to standard research ethics for the Baseline study. This should be clearly indicated and described as part of the inception report.

6.4. COVID-19 Guidance
The consultant should ensure that all activities are conducted in accordance with relevant and mandated technical guidance related to the Coronavirus disease (COVID-19) as advised by the Bangladesh Red Crescent Sosciety, Government of Bangladesh and the World Health Organization (WHO). The consultant should also consider potential delays when planning and scheduling activities as a result of adjustment of policies and guidance related to the COVID-19 pandemic.

7. Payment Terms
Payments will be made based on satisfactory completion of deliverables and contingent on approval from the evaluation manager. Consultant needs to submit an invoice in order to receive payments. 30% payment after submission and acceptance of inception report, 40% after submission of the first draft of the report according to the requirements and ToR; 30% after submission and acceptance of the final report.

About Us:
The International Federation of Red Cross and Red Crescent Societies, (IFRC) is the world's largest humanitarian organisation. The IFRC Country Office in Bangladesh has worked alongside the Bangladesh Red Crescent Society (BDRCS) for more than 30 years in humanitarian fields including disaster management, with a focus on the cyclone early warning and response programme in the coastal belt, and disaster preparedness and response during natural disasters.

American Red Cross is working in Bangladesh as an integrated partner of Bangladesh Red Crescent Society (BDRCS) and IFRC to support the humanitarian efforts of BDRCS.

The IFRC is an equal opportunity employer